



### **City Kids Wilderness Project**

**Position:** Deputy Director

**Location:** Washington, DC with limited summer travel to Jackson, WY

**Salary:** \$105K – \$120K

### **Company Description:**

City Kids Wilderness Project's mission is to build resiliency, broaden horizons, cultivate community, and develop skills for success in DC youth through a long-term, cohort-based model that utilizes both the wilderness and urban environment to encourage growth. City Kids aims to inspire youth to use their personal power to shape the future of their own lives and change in the greater community. We envision a world where individuals, communities, and systems evolve to create a bright, inclusive, and just future for all youth. Programs take place throughout the year in and around Washington, D.C. and during the summer at our ranch in Jackson Hole, Wyoming. Youth enroll as sixth graders and continue their engagement with City Kids through middle school, high school and beyond. City Kids launched an expanded Alumni Program in 2020, serving 18–25-year-old City Kids participants. Current staffing includes approximately 45 full and part-time/seasonal employees in the Washington, DC region and in Jackson, WY. More information on City Kids can be found at [www.citykidsdc.org](http://www.citykidsdc.org).

**The Position:** City Kids seeks a dynamic, multi-talented Deputy Director. As we launch a new strategic plan in Fall 2022, the Deputy Director will work in partnership with the Executive Director and twelve-person team to actualize our strategic priorities and achieve our goals. We are seeking a Deputy Director who has an inclusive and collaborative leadership style, a strong aptitude for processes, procedures, and tools to build and unify systems and culture as we grow.

The role oversees everything internal, including development and implementation of programmatic, operational, and administrative functions, freeing up the Executive Director to focus on external matters such as fundraising, partnerships, and the execution of the Strategic Plan. As such, an effective Deputy Director will have a deep background in nonprofit management and outdoor programs. They will be able to skillfully and thoughtfully manage multiple projects while maintaining an openness to changing situations and opportunities.

City Kids core values of Joy, Effort, Preparation, Connection and Evolution permeate everything we do. The Deputy Director will not only model these values but activate others into alignment with them.

This position reports to the Executive Director.

Key areas of organizational accountability include:

- **Program Oversight & Management:**

- *Program Design & Implementation:* Oversee the day-to-day operations of all programs for City Kids, supervising and supporting the DC- and WY-based Program Directors, and providing guidance and leadership for all program staff and volunteers.
- *Program Operations:* Oversee the review and execution of vehicles, gear, trips, and staffing.
- *Program Curriculum:* In collaboration DC and WY-based Directors, oversee the design and implementation of intentional curriculum development centering experiential learning, Positive Youth Development and Socio-Emotional Learning.
- *Risk Management:* Provide leadership and oversight in risk management practices including program operations, wilderness risk management, staff training requirements,

working with youth, vehicle and facilities maintenance, compliance with local and industry standards, and other areas as necessary.

- *Staff Management and Training* - Directly supervise two Directors of Programs, one Administrative/HR staff, and contracted Finance/Accounting and HR back-office support. Oversee the planning and implementation of seasonal and full-time staff training. Responsible for designing and leading an annual fall season training.
- *Data and Evaluation* – In collaboration with the Executive Director and operations staff, develop and implement routine data analysis practices and revamp program evaluation system; Monitor progress toward departmental goals.

- **Finance & Administration:**

- *Compliance:* Ensure compliance with all local, state, federal requirements, as well as adherence to grant requirements, and internal policies, procedures and practices. Coordinate compliance visits.
- *Financial Management:* Ensure organizational financial policies and protocols are adhered to and reviewed. Review monthly financials and cashflow in conjunction with the Executive Director.
- *Accounting:* Serve as key liaison with City Kids' outsourced payroll and accounting firm, overseeing weekly accounting preparation work in partnership. Review all weekly and monthly work prior to submission to accounting firm.
- *Budget:* Support annual budgeting and planning process in conjunction with the Executive Director.

- **Human Resources Management**

- *Employee and Volunteer Onboarding:* Oversee the new hire and volunteer process in collaboration with HR & Operations staff.
- *Performance Evaluation:* In collaboration with the Executive Director, design updated performance appraisal and goal setting system; Handle personnel and performance issues and establish practices that support positive employer-employee relationships and promote a high level of employee morale and motivation.
- *Payroll & Benefits Administration:* Liaise with payroll company, worker's compensation and other companies as needed to administer employee compensation, rewards, and recognition. In collaboration with internal and outsourced HR staff, negotiate annual benefits renewal and manage benefits administration including employee health insurance, PTO, 401K.
- *Policy Implementation & Updates:* Ensure personnel handbook and other HR policies and practices are current and reflect priorities and needs of organization.
- *Organizational Health and Practices:* Execute and analyze survey and retention data, including developing recommendations for improvement. Thought partner with the Executive Director to develop systems and structures to collect staff feedback, including planning internal team retreats and staff reflection opportunities.
- *Diversity, Equity, and Inclusion:* Support implementation of a comprehensive diversity, equity, and inclusion plan.
- *Staff Training:* Be involved in planning and assisting with implementation of staff and volunteer training.

- **Operations, Information Technology, & Facilities:**

- *Operational Improvements:* Identify recurring challenges to work that need new or revised systems and work collaboratively with staff team to analyze the problem and design solutions. Oversee, refine, and develop all existing and needed processes of the organization.
- *Work Arrangements:* Determine and secure supportive workplace arrangements for virtual, hybrid, and in-person settings in collaboration with the operations team.
- *Knowledge Management:* Oversee the design and implementation of knowledge sharing tools and resources.
- *Information Technology:* Oversee the effective delivery of IT services and strategies that support the operational and programmatic needs of City Kids.

- *DC Facility:* Maintain contracts, leases, and relationships with DC building management and outside vendors. Oversee DC-based office and facilities, ensure that facilities meet the needs of the team.
- *WY Facility:* In coordination with WY-based staff, oversee maintenance of facilities and manage revenue generating operations at Broken Arrow Ranch in Jackson, WY.
- *Vehicles:* Oversee DC vehicle maintenance, registration, insurance and City Kids' vehicle procedures.
- *Team Gatherings:* Plan regular staff meetings, internal team retreats, trainings, as well as celebrations and recognitions.

## **Experience, Skills, And Qualities**

While we understand that no single candidate can possess every qualification listed below, the following are considered priority areas.

- *Non-profit Leadership Management:* A record of 7+ years managing nonprofit programs and/or operations.
- *Outdoor Experiential Learning Leadership/Management:* A record of 3+ years managing or leading outdoor programs risk management in a wilderness and youth context.
- *Alignment with City Kids mission and core values (See Appendix):* Personal and professional alignment with the guiding values by which City Kids operates.
- *Operational and Strategic balance:* Experienced in effectively building and utilizing systems, standard operating procedures, and technology to align organizational direction and resources. Yet, has ability to vision and think strategically while implementing and executing tactically.
- *Compliance Driven:* Comfortable managing organizational compliance requirements, risk management, and grant requirements.
- *Equity-focused:* Advanced understanding of equity and racial justice.
- *Youth-focused:* Advanced understanding of key tenets of positive youth development
- *Relationship-Builder:* Cultivates authentic relationships and solidarity with historically marginalized communities. Demonstrated ability to connect with a range of audiences.
- *Skilled Supervisor:* Record of developing, mentoring, and managing staff.
- *Skilled Communicator:* Effective methods to create channels of communication that support collaboration and deepen interdepartmental work.
- *Local ties are preferred:* Current or past record of personal and/or professional connections to social justice, outdoor education, conservation, youth development or related fields in Washington, DC or region.

**Compensation:** City Kids is committing to investing in our talent because we believe it is directly correlated with our impact. We commit to a compensation model that is value-aligned, transparent, clear and benefits the total well-being of the employee, thereby making it possible for staff to thrive and grow at City Kids.

We are currently revamping our entire compensation policy to ensure we are honoring our compensation commitments and plan to be complete by Fall 2022. As part of this effort, we will have salary bands based on a clear set of criteria. We anticipate the salary for this role being between \$105K - \$120K, based on the tier you fall in.

In addition to the salary, this role will include a full benefits package which is also being revamped, but includes:

- Hybrid Remote/In Person Work for Office Based Employees
- Dental, Health, Vision, 100% covered for individual and ability to add family members for additional payroll deduction
- Optional Short Term and Long-Term Disability
- 401K Administration and match
- 20 days PTO (increases with tenure at organization)

- 3+ "Rest & Rejuvenation" Office Closure Days
- Jury Duty, Vaccination, and Bereavement Leave
- Allotted budget for individual professional development opportunities
- Variety of rewards and recognition events and opportunities
- Outdoor Retailer Discounts

### **Commitment**

- Requires some work on weekends and evenings.
- Scheduled on-call duty during regular programming, trips, summer camp, and potential for limited travel to Jackson, WY during summer months.

*All other duties as assigned by Executive Director. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

**Application Process:** Resume reviews begin immediately. Please send an email with your resume to Sarah Cryder at [sarah@citykidsdc.org](mailto:sarah@citykidsdc.org). Include "Deputy Director" in the subject line.

Applications will be accepted until the position is filled. Phone screens will be performed on a rolling basis, and interviews are planned to be scheduled in August. City Kids values recommendations and questions from a range of stakeholders during the hiring process, and applicants can expect interviews with staff and youth. We may also request a brief work sample. Start date is targeted by early September 2022. City Kids Wilderness Project is an equal opportunity employer.

## Appendix 1

### City Kids Core Values

May 2022

#### Joy

We honor the power of play and presence of magic created through community and outdoor experiences. Through connection, creativity, belonging, accomplishment, and time spent outdoors, play deepens to joy.

#### Effort

Harnessing our personal power for growth and change, we put effort towards our visions and take personal responsibility for our commitments. Whether on the trail or in the office, we know that there is satisfaction to be realized when we try hard and explore the bounds of possibility in service to our mission.

#### Connection

We recognize our interdependence and nurture meaningful relationships of mutual accountability and care. Centering collectivism versus individualism teaches us that finding resolution, honoring needs, and supporting one another, keeps our community whole. Relationships extend to the animals, plants, places, and cultures around us and we bring awareness and compassion to those encounters.

#### Preparation

We plan and prepare for the task at hand to set ourselves up for success. This creates clarity and consistency so that those around us feel supported in engaging with new, challenging, and changing experiences.

#### Evolution

People and organizations blossom over time. We encourage evolution by maintaining awareness of change, honoring what works, improving what we can, and letting go of things that no longer serve our community and mission. Through patience, observation, repetition, revision, and long-term commitment, we are witness to the manifestation of this shared vision.